

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

WHA Plan Agency Identification

PHA Name: Wayland Housing Authority

WHA Number: MA 101

WHA Fiscal Year Beginning: (mm/yyyy) 7/1/01

WHA Plan Contact Information:

Name: Brian E. Boggia, Executive Director

Phone: 508-655-6310

TDD: 508-655-6310

Email (if available): WaylandHousing@Hotmail.com

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the WHA
- ☐ WHA development management offices

Display Locations For WHA Plans and Supporting Documents

The WHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the WHA (Full Set)
- ☐ WHA development management offices
- ☒ Town Hall (Plan Only)
- ☒ Public library
- ☒ Town of Wayland Website
- ☐ Other (list below)

WHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the WHA
- ☐ WHA development management offices
- ☐ Other (list below)

WHA Programs Administered:

- ☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual WHA Plan
Fiscal Year 20
 [24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At WHA option, provide a brief overview of the information in the Annual Plan

The Wayland Housing Authority has prepared this plan in compliance with the Quality Housing and Work Responsibility Act and U.S. Department of Housing and Urban Development regulations.

The WHA has completed a review of its policies to ensure compliance with statutory and regulatory regulations. Revisions have been made to policies and procedures where appropriate. Among other changes, the following revisions and additions to plans have been accomplished or are in process:

- Increased occupancy by working families.
- Set aside Choice Vouchers for people with disabilities.
- Increased participation in the Family Self-Sufficiency Program.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's WHA Plan that are not covered in other sections of this Update.

- Implementation of HUD Flat Rent Policy.
- Implementation of HUD Community Service Program.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the WHA eligible to participate in the CFP in the fiscal year covered by this WHA Plan?

B. What is the amount of the WHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 130,338

C. ☒ Yes ☐ No Does the WHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment B

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment C

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the WHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the WHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the WHA to Administer a Section 8 Homeownership Program

The WHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list WHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the WHA eligible to participate in the PHDEP in the fiscal year covered by this WHA Plan?

B. What is the amount of the WHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ N/A

C. ☐ Yes ☒ No Does the WHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. ☐ Yes ☒ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and WHA Response

1. ☒ Yes ☐ No: Did the WHA receive any comments on the WHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (File name) E

3. In what manner did the WHA address those comments? (select all that apply)

- ☒ The WHA changed portions of the WHA Plan in response to comments
A list of these changes is included
 - ☒ Yes ☐ No: below or
 - ☒ Yes ☐ No: at the end of the RAB Comments in Attachment E.
- ☐ Considered comments, but determined that no changes to the WHA Plan were necessary. An explanation of the WHA's consideration is included at the at the end of the RAB Comments in Attachment _____.
- ☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Commonwealth of Massachusetts

2. The WHA has taken the following steps to ensure consistency of this WHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The WHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The WHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The WHA has consulted with the Consolidated Plan agency during the development of this WHA Plan.
- ☐ Activities to be undertaken by the WHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☐ Other: (list below)

3. WHA Requests for support from the Consolidated Plan Agency

☐ Yes ☒ No: Does the WHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the WHA Plan with the following actions and commitments: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: None

The WHA will consider the following as the standard of substantial deviation to the 5-year plan:

- Implementation of a policy or goal that exceeds than three years over schedule.

B. Significant Amendment or Modification to the Annual Plan:

- Fair Market Rent Exemption
- Adoption of Flat Rent Policy
- Revised Section 8 Administrative Plan

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	WHA Plan Certifications of Compliance with the WHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the WHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the WHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the WHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the WHA's Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the WHA and the TANF agency and between the WHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
NA	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the WHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to WHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the WHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), and the WHA's response to any findings	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	Troubled WHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Wayland Housing Authority	Grant Type and Number Capital Fund Program: MA06P10150100 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2000
FY 2000 Capital Fund Program		

☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)
 ☒ Performance and Evaluation Report for Period Ending: 12/31/2000
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	18,000		0	0
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	109,877		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	127,877		0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	109,877		0	0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Wayland Housing Authority		Grant Type and Number Capital Fund Program #: MA06P10150100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
FY 2000 Capital Fund Program								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Architect/Engineer			14,000		0	0	Planning
	Administration			4,000		0	0	Planning
MA 101-005	CVA Window Replacement			109877		0	0	Planning

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Wayland Housing Authority		Grant Type and Number Capital Fund Program #: MA06P10150100 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2000	
FY 2000 Capital Fund Program								
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
MA 101-C	3/31/02			9/30/02				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Wayland Housing Authority FY 2001 Capital Fund Program		Grant Type and Number Capital Fund Program: MA06P10150101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	9,338			
4	1410 Administration	5,000			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	6,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000			
10	1460 Dwelling Structures	85,000			
11	1465.1 Dwelling Equipment—Nonexpendable	10,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	130,338			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Wayland Housing Authority FY 2001 Capital Fund Program		Grant Type and Number Capital Fund Program: MA06P10150101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Wayland Housing Authority		Grant Type and Number Capital Fund Program #: MA06P10150101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
FY 2001 Capital Fund Program								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Architect/Engineer			6,000				
	Administration			5,000				
	Copier/PC Upgrade			9,338				
MA 101-002	Exterior Painting			15,000				
MA 101-002	Driveway/Signage and Walkway Paving			10,000				
MA 101-002	Landscape Planting			5,000				
MA 101-005	Exterior Painting			5,000				
MA 101-005	Interior Hallway Painting			5,000				
MA 101-005	Common Hallway Rug Replacement			30,000				
MA 101-005	Kitchen Counter/Spigot Replacement			30,000				
MA 101-005	Replace Kitchen Ranges			10,000				

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 WHA fiscal years. Complete a table for any WHA-wide physical or management improvements planned in the next 5 WHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MA-101-005	Cochituate Village Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (WHA Fiscal Year)
Window Replacement	150,000	2003
Replace Ranges	18,000	2002
Paint Hallways	5,000	2002
Common Hallway Rug Replacement	30,000	2003
Kitchen Upgrades	280,000	2004
A/E & Engineering Fees	40,000	2002
Administration and Tenant Coordinator	30,000	2002
Total estimated cost over next 5 years	553,000	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MA-101-002	Family Scattered Sites	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (WHA Fiscal Year)

Exterior Painting	10,000	2001
Paving	10,000	2001
Replace Heating Systems	12,000	2003
Replace Refrigerators	6,000	2005
Replace Ranges	5,000	2005
Kitchen Upgrades	80,000	2005
Total estimated cost over next 5 years	123,000	

Required Attachment D: Resident Member on the WHA Governing Board

1. ☒ Yes ☐ No: Does the WHA governing board include at least one member who is directly assisted by the WHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Marie Zaniboni

B. How was the resident board member selected: (select one)?

- ☒ Elected
☐ Appointed

C. The term of office is (include the date term expires): 2003

2. A. If the WHA governing board does not have at least one member who is directly assisted by the WHA, why not?

- ☐ the WHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the WHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member: Position vacant at this time.

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Governor Jane Swift

Required Attachment E: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards:

Bruce Berger
Norma Dutton
Rita McAvoy
Jean Oprie
Virginia Whitman

The WHA regularly advertised for volunteers to serve on the R.A.B. in the "W.H.A.'s News" newsletters (Section 8, Family Scattered Sites and Cochituate Village Apartments Elderly Housing).

**Attachment F: Comments of Resident Advisory Board or Boards &
Explanation of WHA Response**

**Resident Advisory Board
Regular Meeting
April 23, 2001
Cochituate Village Apartments, 106 Main Street, Wayland, MA**

Present: CVA Residents Berger, Dutton, McAvoy, Oprey, Whitman
WHA Executive Director Boggia

The Resident Advisory Board (RAB) reviewed the draft WHA Annual Plan.

The Committee reviewed the progress of the FY 2000 Capital Fund Program. The WHA is currently soliciting an engineer to specify the window replacement at the Cochituate Village Apartments. Director Boggia noted that the WHA goal is to replace all of the windows with a double hung product that can be tilted in for easy cleaning. The new windows will be easy to operate energy efficient.

Residents suggested that each opening receive two windows, side by side in order to ensure that the elderly can operate the windows.

Director Boggia will make this recommendation to the engineer.

Residents reviewed the FY 2001 Capital Fund Program grant. Residents suggested that the new countertops be rounded at the edge for durability. Residents also recommended that that countertop be shiny for ease of cleaning. Residents suggested that the WHA replace spigots in while replacing countertops. The existing spigots are not energy efficient and difficult to operate.

Director Boggia will include these recommendations in the countertop replacement specifications.

The Committee recommended that the parking lot repairs include better signage to prevent visitors from parking in resident parking lot.

Director Boggia will include signage in parking lot repairs.

The RAB will continue to review the draft WHA Annual Plan and forward further written comments to the WHA office.

Attachment G: Statement of Progress in Meeting the WHA 5-Year Plan Mission and Goals.

Goal: Expand the supply of assisted housing.

The WHA is in the planning stage of the developing a single-family unit at 130 Plain Road in Wayland for affordable first time homeownership under the state's Local Initiative Program. The WHA will leverage private funds in constructing this unit. The four-acre parcel was purchased by the town for open space and affordable housing purposes. The WHA expects that construction will begin in the summer of 2001.

WHA Goal: Improve the quality of assisted housing.

The WHA continues to meet HUD housing quality and management standards. This year, the WHA received \$130,338 from the HUD Capital Fund Program for capital improvements to its housing assets.

WHA Goal: Increase assisted housing choices.

The WHA performed outreach to potential voucher landlords producing newsletters to real estate and apartment rental agencies. The WHA was successful in securing a 20% Fair Market Rents exemption voucher it administers to more accurately reflect local market conditions to assist Section 8 participants secure rental housing.

WHA Goal: Provide an improved living environment.

The WHA has implemented a "Flat Rent" policy to retain working families with higher incomes in public housing.

WHA Goal: Promote self-sufficiency

The WHA has applied for HUD funding for a Family Self-Sufficiency Caseworker to work to improve tenant employability. The WHA is also in the process of developing one unit of housing for a first time homebuyer.

WHA Goal: Ensure Equal Opportunity in Housing for all Americans

The WHA has undertaken affirmative measures to ensure access to assisted housing to all Americans regardless of race, color, religion, national origin, sex, familial status, sexual orientation and disability. Occupancy and participation of assisted units meet or exceeds affirmative action requirements.

WHA Goal: Meet Demand for Occupancy and Community Space Needs in Developments.

The WHA has secured permission from HUD to convert part of 4 two-bedroom units into handicapped and community space for residents at the Cochituate Village Apartment. This conversion will not decrease the number of housing units.